



**GENERAL SERVICES DIVISION
DEPARTMENT OF ADMINISTRATION
444-3060**

**EMPLOYEE IDENTIFICATION OR BUILDING ACCESS CARD AUTHORIZATION
FOR STATE EMPLOYEES ONLY**

Name:

(Please Type or Print Clearly)

Address: _____ City: _____ Zip: _____
(Out of Town Requests Only)

Department:





Division:

Employee #:

Badge # (if assigned by your agency; otherwise General Services Division will assign this number):

What building does this employee need access to?

Access Level Requested: Please select one choice.

| | | | |
|---|---|---|--|
| Identification Card Only Requires No Access Card \$6.00 per card  | Low Level Access 7:00 A.M. – 7:00 P.M. Monday thru Friday  | Mid Level Access 5:00 A.M. to 11:00 P.M. 7 days  | High Level Access* 24 hours - 7 days a week  |
|---|---|---|--|

Employee Signature

Date

Authorized Signature of Director's Executive Assistant
Myrna Omholt-Mason
Executive Assistant

Date

Must have original signatures – photocopies WILL NOT be accepted

Note: The 1st access card is issued at no cost to the agency if access is to a facility serviced by the Department of Administration. Access cards issued to agencies for buildings not under the DoA umbrella will be charged \$6.00 per access card. Replacement cards are issued to the agencies at the cost \$6.00 per card.

Contact General Services at 444-3060 if you do not know whom, in your agency, is authorized to sign this form.